

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Dept. for Children and Families		9. Position No. K0227399		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Employment Business Developer	
3. Division				12. Proposed Class Title	
4. Section Economic and Employment Services		For Use By Personnel Office	13. Allocation		
5. Unit Employment Services			14. Effective Date		
6. Location (address where employee works) City County			15. By		Approved
7. (circle appropriate time) <input checked="" type="checkbox"/> Full time Perm. Inter. Part time Temp. %			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8 <input checked="" type="checkbox"/> AM/PM To: 5 AM/PM			17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name

Title

Position Number

Employment Services Coordinator

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Same as above

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Following successful completion of probation, work is performed using independent judgment within agency policies and procedures. Manuals, training, individual and unit conferences, goals and objectives are provided to assist the employee in performing assigned tasks. Cases and tasks are assigned by the supervisor with general directions.

d) Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury of incapacitation.
- () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	The purpose of this position is to increase employment opportunities within a region while also providing intensive case management to TANF mandatory work participants leading to employment.
45% E	<u>Essential Tasks:</u> As an Employment Services Developer you will carry a caseload and be a part of an Employment Services Unit providing services to TANF mandatory clients. This position will be responsible for meeting with the clients upon referral, developing individualized plans for employment, and following the case through the employment process. Duties of this position include but are not limited to; completing client initial interviews, developing individualized plans and providing intensive case management, coordinating the network of services the individual will need to become self-sufficient. This position advocates for the client in assessing their needs, explores alternatives and refers the client for appropriate services.
45% E	<u>Essential Task:</u> Assists in planning, coordinating and developing employment and training opportunities for work program participants. Develops a working knowledge of and working relationship with employers, community agencies and resources, as well as other state and local programs in order to assist customers in accessing these opportunities. Provides information to community agencies and the general public about services. This may include serving on advisory boards, public speaking and one-on-one contact with other professionals. Assists the regional employment services coordinator in implementing Employer Development activities that are region specific, in order to meet the performance outcomes for the TANF Work Program. Assists the regional employment services coordinator in identifying and/or implementing job fairs, hiring events and other client opportunities. Submits openings and other employment information for televised display in DCF service center lobbies. Works with local staff, employers, Chambers of Commerce and other state agencies to coordinate services, avoid duplication and enhance mutual outcomes. Prepares reports summarizing work program outcomes and employer development activities.
10% E	<u>Essential Task:</u> Is a member of the Employment Services team, assisting with the development, implementation and evaluation of unit goals and activities. Attends employment related meetings, focus groups, etc. in the community. Attends conferences, staff meetings, agency related training and other conferences, workshops and task force meetings, as required.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
 (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 () Major program failure, major property loss, or serious injury or incapacitation.
 () Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position involves daily contact with agency clients and employees. Very frequent contact with employers, other social service agencies, community resource agencies, governmental officials, and the general public in order to enhance successful employment opportunities for clients. Makes referral to and coordination of access to other services within the community for clients.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Upon occasion, physical harm may be threatened or attempted by hostile, angry or upset customers when dealing with issues of employment and placement. Long periods of time may be spent on a computer and various computer systems.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computers, telephone systems, fax, calculator and copy machine are used daily. Some positions may require the use of a vehicle (private or state owned) in traveling to offices to provide services to customers.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education or Training -

Work experience with job placement and/or employer development .

Work experience in determining eligibility for Human Service programs.

License, certificates and registrations

Must obtain and maintain Security Clearance

Experience - Length in years and kind

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date